

EMPLOYEE NEWSLETTER

MARCH 2020

Birthday Wishes

| | | |
|-------|-----------------------|-------------------------------|
| 03/08 | Sandy Collop | County Clerk |
| 03/11 | Matthew Frederick | Sheriff's Office |
| 03/11 | Rachel Wissler | Sheriff's Office |
| 3/14 | Brenda Swedberg-Buner | Prosecuting Attorney's Office |
| 03/19 | Sonja Harden | Collector |
| 03/19 | Betty Shahan | County Clerk's Office |
| 03/20 | Tracy Hunter | Recorder's Office |
| 03/24 | Jesse Miller | Sheriff's Office |
| 03/28 | Bill King | Commissioner |



Welcome New Employees—February

| | |
|-----------------|------------------|
| Curtis Burgin | Sheriff's Office |
| Danica Collinge | Sheriff's Office |
| Kaitley Hagar | Juvenile Office |
| Gary Hunter | Road & Bridge |
| Lisa McKenzie | Sheriff's Office |



Important 2020 Dates

| | |
|-----------------------------------|---|
| Sunday March 08 | Daylight Saving Time Set Clocks Ahead 1 Hour |
| Friday March 20 | First Day of Spring |
| Tuesday March 31 | Last Day to Submit RDA Claims for 2019 |
| Tuesday March 31 | Last Day to Submit FSA Claims for 2019 |

Welcome New Employees—January

| | |
|----------------|------------------|
| Bryan Burns | Sheriff's Office |
| Michelle Curry | Juvenile Office |
| Rachel Holt | Sheriff's Office |
| Andrew Irvine | Sheriff's Office |

Service Anniversaries

| | | | |
|-------|---------|----------------|-------------------------------|
| 03/01 | 20 yrs. | Jeff Gottman | Sheriff's Office |
| 03/01 | 17 yrs. | Dana Buster | Prosecuting Attorney's Office |
| 03/10 | 6 yrs. | Chris Stivers | Sheriff's Office |
| 03/13 | 4 yrs. | Ron Collinge | Sheriff's Office |
| 03/14 | 4 yrs. | George Kramer | Prosecuting Attorney's Office |
| 03/16 | 11 yrs. | Charlie Truitt | Sheriff's Office |
| 03/21 | 3 yrs. | Andrew Boster | Prosecuting Attorney's Office |
| 03/21 | 9 yrs. | Karen Hammons | Collector's Office |
| 03/23 | 10 yrs. | Matt Wilson | Prosecuting Attorney |

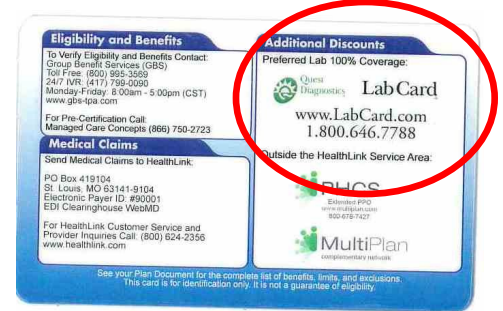


100% Covered Lab Benefit through Group Benefit Services (GBS)*

The LabCard benefit **provides 100% covered outpatient lab work services** to GBS insurance members.

The program works in three simple steps:

1. **Lab work ordered.** When your physician orders lab work for you, show your healthcare ID card (which has the LabCard logo on it) and verbally request to use the LabCard program. Verbally requesting the service is important—if not verbally requested, the member's standard copays and deductibles will apply.
2. **Specimen collection.**
 - a. Once your physician collects the specimens they call Quest Diagnostics LabCard Client services at 1-800-646-7788 for courier pick-up and supplies.
 - b. If the physician does not participate in the LabCard program, the member can take their test orders to an approved LabCard collection site for draw. Collection site locations can be found by calling Quest Diagnostics LabCard Client Services (1-800-646-7788) or by visiting LabCard.com.
3. **Specimen processing.** Your specimen will be processed through the LabCard program at an approved Quest Diagnostics facility and results will be sent back to your physician (usually within 24-48 hours).



Covered Lab Card Test Include:

- Blood Testing (cholesterol, CBC-complete blood count)
- Urine Testing (urinalysis)
- Cytology and Pathology (biopsy, pap smears)
- Cultures (throat cultures)

Lab Card Test Not Covered:

- Lab work completed during hospitalization
- Lab work completed on an emergency basis
- Mammograms, x-ray, imaging, dental work
- Lab work performed without use of your LabCard
- Test not covered by our current health plan



*The LabCard benefit covers the costs associated with specimen testing, members may be billed from their provider for specimen collection and handling.

Note: Boyce & Bynum Pathology Laboratory services have been bought by Quest Diagnostics and invoicing during the transition period has been problematic in a few cases. Some lab service claims have not been submitted to GBS for processing. Employees that use the Labcard (Quest Diagnostics Lab services) and still receive a bill should contact Heather in Human Resources at hkelley@adaircomo.com or (660)234-7914.



\$5 Allergy Injections

Receiving these shots works in three simple steps:

1. Symptoms triggered. When the member begins experiencing allergy symptoms (itchy/watery eyes, sneezing, running nose, etc.), they speak with their physician who determines what they're allergic to and what treatment option is best for them.
2. Injections ordered. Once the physician determines that injections are the best option for the member, the member will schedule an appointment to receive the injections. This appointment is typically recurs every week or every other week.
3. Injections received. The member will pay a \$5 co-pay for the allergy injection. *

***An additional office visit co-pay or other charges may apply to the appointment. The \$5 co-pay applies to the injection only. Charges for doctor visits, testing, or other services may apply.**

2019 Flexible Spending Account (FSA) Submission Deadline

You have until March 31, 2020 to submit paper FSA reimbursement forms for any 2019 eligible expenditures. Any 2019 contributions left in your Flexible Spending Account (aka Flexible Benefit Account) will be forfeited after this date. FSA balance information can be found on your GBS online account or you can call GBS at 1(800) 995-3569 for account information.

To receive a reimbursement, employees simply submit payment documentation (receipts) along with a completed FSA Claim Form to GBS either by mail, fax or through your employee's online GBS account.

Mail: GBS
1736 E Sunshine Suite 200
Springfield, MO 65804

FAX: 1(417)883-8261

Online: <https://mygbshealth.com> (Member's Tab)

FSA Claim Forms, for mail or faxed submissions, can be obtained at Human Resources at : (660)234-7914 or hkelley@adaircomo.com.

EMPLOYEES DO NOT HAVE TO REACH OR
MEET THEIR DEDUCTIBLE IN ORDER TO SUB-
MIT FOR RDA REIMBURSEMENTS

2019 Reimbursable Deductible Allowance (RDA) Benefit Submission Deadline

Employees have until March 31, 2020 to take advantage of Group Benefit Services (GBS) Reimbursable Deductible Allowance for any eligible 2019 expenses.

Through RDA, a portion of out of pocket expenses applied to your deductible and co-payments throughout the year can be reimbursed. *For example: A single person with the Base Medical Insurance Plan (\$2500 deductible) can be reimbursed up to \$500 of their paid deductible and co-payments annually.*

To receive a reimbursement, employees simply submit payment receipts and Explanation of Benefits (EOB) statements from the insurance company along with a completed RDA Claim Form to GBS either by mail, fax, or through employee's online GBS account.

Mail: GBS
1736 E Sunshine Suite 200
Springfield, MO 65804

FAX: 1(417)883-8261

Online: <https://mygbshealth.com> (Member's Tab)

RDA Claim Forms, for mail or faxed submissions, can be obtained at Human Resources at : (660)234-7914 or hkelley@adaircomo.com.

50% of unused RDA allowances, not claimed by March 31st each year, carries over into the following year with a maximum cumulative carryover limit not to exceed your annual deductible amount.



News From Around the County

Commissioner Attend Annual CCAM Meeting

Columbia, Missouri, February 12-14, 2020- Mark Shahan-Presiding Commissioner, Bill King-1st District Commissioner, and Mark Thompson-2nd District Commissioner attended the 2020 County Commissioners Association of Missouri (CCAM) meeting.

The annual CCAM meeting gives commissioners the opportunity to meet with all 330 commissioners who are solely responsible for the purchase of supplies, equipment, and services for Missouri's counties. The meeting also provides an opportunity for its members to become better informed about the powers and duties of their offices as described by state statutes, and to investigate legislation relating to the office and responsibilities of the county commissioner.

Additionally, during the annual meeting, the CCAM Executive Board announced legislative priorities that the Association will promote during Missouri's 2020 legislative session. 2nd District Commissioner Mark Thompson currently serves as Secretary on the CCAM Executive Board. Through his position on the CCAM Executive Board, Commissioner Thompson works to influence laws that benefit Adair County as well as all other county governments in Missouri.

Pictured left to right: Bill King-1st District Commissioner, Mark Thompson-2nd District Commissioner and CCAM Executive Board Secretary, Mark Shahan-Presiding Commissioner



Treasurer Lori Smith and Deputy Jeff Gottman spread good cheer throughout the Courthouse!



A little scared Commissioner Mark Thompson may be after me Lucky Charms!

News From Around the County

Trial Receives National Attention

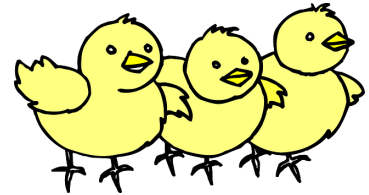
The Courthouse had extra guests this week as Court TV livestreamed a jury trial held on February 25 & 26. The Adair County Prosecuting Attorney's Office, the Adair County Sheriff's Office, the Adair County Circuit Clerk's Office, and our Maintenance Staff did an amazing job representing the County during the trial proceedings!



Coroner Brian Noe Celebrates 30 Years

Coroner Brian Noe finally received his official 30 Year Employee Service Recognition Certificate!!!!

Thank you Brian for being so gracious about the oversight and for your long service to the residents of Adair County!



Clerk's Office Prepares for the Upcoming Primary Presidential Election



Pictured above left to right: Brian Noe, Deputy Clerk Tammy Miller, Melanie Davis, Matt Eichor, and Lori Smith get ready to public test the balloting machines.

Deputy Clerk Tammy Miller (pictured second from left) and Deputy Clerk Betty Shahan (not pictured) get the balloting machines ready for "Public Testing". Representatives from the two major political parties (Republican and Democrat) test the balloting machines to ensure that ballots are being counted correctly. The Clerk's Office must test the balloting machines prior to each election and will complete this process four times in 2020!



Pictured Left: Deputy Clerk Tammy Miller prepares the voter check-in machines for the upcoming primary Presidential election.

EMPLOYEE SPOTLIGHTS



Name: George Kramer
Department: Prosecuting Attorney's Office
Title: Child Support Enforcement
Years of Service: 4

Briefly Describe what you do at work for Adair County?

I work for the Child Support Prosecutor. I cover Adair County and five other counties in Northeast Missouri.

What do you enjoy most about working for Adair County?

My job and the people I work with.

What do you enjoy doing when you are not at work?

Watching TV and traveling to my Dad's in Wyoming.

What is your favorite movie, book, TV or Netflix series?

I like to watch Investigation Discovery.

What is the craziest thing you've ever done?

I was in the Philippines when Mt. Pinatubo erupted in 1991. It was a very big deal and destroyed a lot of the area.

If you could visit anywhere in the world you've never been, where would you go?

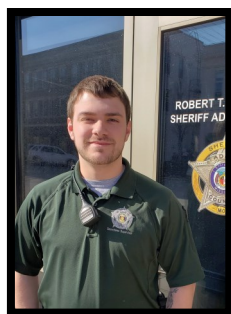
Alaska. I have always wanted to visit there.

What are some of your pet peeves?

Slow Drivers

What's your secret talent no one knows about?

I know Spanish and when people speak it most of the time they don't know I can understand them!



Name: Nathan Frazier
Department: Corrections
Title: Corrections Supervisor
Years of Service: 2yrs 9 months

Briefly Describe what you do at work for Adair County?

I am a supervisor of the Adair County Jail. My responsibilities include but are not limited to keeping the safety and security of the jail, ensuring inmate health and wellness, escorting inmates to and from court and most importantly doing everything I can to make sure staff goes home the same way they came to work.

What do you enjoy most about working for Adair County?

I enjoy my co-workers. I have met some great people from just simply showing up to work. The job itself is extremely stressful, but the company of co-workers helps to relieve some of the built up feelings.

What do you enjoy doing when you are not at work?

I love to play pool. At one time I played league 6 nights a week. I have been to Las Vegas 3 separate times for a National Championship event and I will actually be going for the 4th time in mid-March.

What is your favorite movie, book, TV or Netflix series?

My favorite movie would be "Click" starring Adam Sandler.

I love to watch baseball and game shows. I have watched all of the Criminal Minds at least twice on Netflix.

What is the craziest thing you've ever done?

I would say the craziest thing I ever did was start working at this jail. I had no prior experience or knowledge about corrections. Granted that Adair County is smaller than most, it still takes a special person to work back here for an extended period of time. Not every job has you interacting with people who hate you only because of the patch on your shirt. You are also expected to take care of these people no matter how dangerous, how awful the alleged crime, or how disrespectful they are. That's not always an easy thing to do.

If you could visit anywhere in the world you've never been, where would you go?

I would love to see Germany or Scotland.

What are some of your pet peeves?

I wouldn't say I have any pet peeves, just a lot of small annoyances.

What's your secret talent that no one knows about?

I'm really good at most card games.